

3-12-1992

## University Faculty Assembly Minutes 3-12-92

Shawnee State University

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# UNIVERSITY FACULTY ASSEMBLY

## MEETING

Thursday, March 12, 1992

4:00 - 5:00 p.m.

Massie Hall #205

## AGENDA

1. CALL TO ORDER
2. AGENDA APPROVAL
3. APPROVAL OF FEBRUARY 20, 1992 MINUTES
4. UNFINISHED BUSINESS:

None

5. NEW BUSINESS:

1. Honors Program

6. ON-GOING BUSINESS

### A. Committee Reports

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| 1. Committee on Committees           | 6. Faculty Development/          |
| 2. Educational Policy and Curriculum | Research and Creative Activities |
| 3. Faculty Affairs                   | 7. Facilities Planning           |
| 4. Fiscal Affairs                    | 8. Quarter vs. Semester          |
| 5. Student Affairs                   | 9. University Governance         |
|                                      | 10. Administrative Review        |

### B. Communications/Correspondence

### C. Executive Board Reports

7. ADJOURNMENT

**UNIVERSITY FACULTY ASSEMBLY MINUTES**  
**February 20, 1992**

**CALL TO ORDER**

Dr. Pambookian called the meeting to order at 4:07 p.m.

**AGENDA APPROVAL**

Jim Flavin moved and Larry Lonney seconded a motion to approve the agenda. The motion carried.

**APPROVAL OF MINUTES**

Phyllis Kegley moved and Mousa Marouf seconded a motion to approve the minutes of the Jan. 23, 1992 meeting. The motion carried with the recommendation that the typos be corrected.

**UNFINISHED BUSINESS**

There was no unfinished business left from the previous meeting.

**NEW BUSINESS**

1. Steve Doster as chair of EPCC recommended the acceptance of three new courses:

LAST 212

ANTH 340

SOCI 312

There was no discussion of the courses. The vote resulted in a count of 48 in favor, 0 against, 1 abstention. The motion carried.

2. Developmental Education Policy

Steve Doster as chair of EPCC moved the acceptance of the Developmental Education Policy.

Dawna Lisa Buchanan-Berrigan asked for an explanation of the policy. Gene Beckett explained that SSU is trying to retain students. If a student is underprepared and needs two or three Developmental Education courses and the student attempts to take 16-20 hours of coursework in a quarter, s/he will probably not do well. This may result in the student dropping out of college. The policy is an attempt to deal with this problem.

Dick Howard asked about students on academic probation for the

second quarter. He questioned who will enforce and police the policy? Dr. Beckett responded that the Developmental Education Department will police as well as is possible.

Steve Midkiff stated a concern about the procedure for enforcing and policing the policy. He agreed it was worthwhile but it is not without expense. He cautioned everyone to look at all of the factors involved. Additional discussion included: a concern about the override statement; who would make the decision to allow a student to take more hours; a concern that the advisors were being left out and could assist in enforcing; a statement that EPCC was looking at the policy and not the procedures needed to enforce the policy; and a concern about the legality of stopping a student from taking more than 12 hours if the student is intent upon taking more.

John Kelley suggested there were enough questions that perhaps the policy should be returned to EPCC.

Dan Moore moved to table the discussion. John Kelley seconded the motion. In a vote to table, 8 voted for, 38 voted against and the motion was defeated.

The question was called. In a vote on the Developmental Education Policy, 46 voted in favor, 5 voted against and 1 abstained. The policy passed.

### **3. Post Secondary Enrollment Options Amendment**

Ginny Hamilton as chair of Student Affairs Committee moved the acceptance of the amended Post Secondary Enrollment Options Policy. Rosemary Poston explained the changes being proposed and the reasons for each change.

There was no discussion.

In the vote on the policy, 52 voted in favor, 0 voted against and the motion carried.

## **ONGOING BUSINESS**

### **A. Committee Reports**

**COMMITTEE ON COMMITTEES** - Robbie Burke asked members to submit nominations for next year's UFA officers by Feb. 27 deadline.

**EPCC** - Steve Doster reported that an open hearing on the Transfer



Module is scheduled for April 2 from 4 to 5 p.m. He asked for members to attend.

**FACULTY AFFAIRS** - Gayle Massie reported they are still working on the Faculty Handbook. They are also drafting a policy on the disposal of unwanted complimentary textbooks. The committee is also looking at the current practice of students being administratively dismissed without faculty notification and establishing a policy to cover this problem. She requested faculty input.

**FISCAL AFFAIRS** - Ed Scott reported that a meeting is scheduled for 4 p.m. Monday to discuss the lab fee policy. He indicated representatives from the areas of Science, Art and Mathematics are needed.

**STUDENT AFFAIRS** - Ginny Hamilton reminded members of the open hearing on the Honors Program Policy immediately following this meeting. She reported that a Grade Grievance Policy is being developed.

**FACULTY DEVELOPMENT/RESEARCH AND CREATIVE ACTIVITIES** - No report

**FACILITIES PLANNING** - No report

**QUARTER VS. SEMESTER** - Alex Alex reported that a student informational session is scheduled for Wednesday to receive student input on the possible change.

**UNIVERSITY GOVERNANCE** - John Lorentz reported this committee is rapidly moving toward a recommendation.

## **B. Communications/Correspondence**

Anita Gilmer reported on the Chancellor's Fac Report attached to the agenda. She thanked Scott Come for completing the questionnaire. She also distributed copies of the results of the Part-time Faculty study.

### **C. Executive Board Reports**

**1. The Executive Board had a special meeting Feb. 4 and their regularly scheduled monthly meeting on Feb. 15 with all committee chairs represented at that meeting.**

**2. The committee on Plagiarism is being finalized and by the next meeting, it will be in place.**

**3. Alex Alex and Bill Hanlon will represent UFA on the screening committee for the Vice President of Business Affairs.**

#### **4. Administrative Evaluation Committee**

**Dr. Pambookian reported on correspondence transmitted between himself and Dr. Veri on this issue (see attached).**

**At the Executive Board meeting a committee consisting of Ed Scott, Joyce Kiser, Ed Miner, Jessica Jahnke and Pat Lawson was appointed. A.L. Addington was asked to serve as an ex-officio member. The committee convened and was charged with the following charge:**

- (1) Specify academic officers by office to be evaluated;**
- (2) Design or adapt an instrument to use;**
- (3) Be aware of information as informative feedback;**
- (4) Report to UFA on or before April 16.**

**Dr. Veri addressed the membership about the issue. Attached are his prepared remarks, which he requested become part of the minutes.**

**Dan Moore moved and Mousa Marouf seconded a motion to accept the charge as outlined by Dr. Veri as the charge for the committee. The 9 points that were suggested by Dr. Veri were read by the secretary.**

**Zhanbo Yang moved to add**

- (10) Make recommendations on other matters the committee deems important.**

**Phyllis Kegley seconded the motion.**

**In discussion which followed, it was suggested we need time to look at Dr. Veri's comments before we take a vote. Before a vote was taken, it was clarified that the vote was for the amendment only. By a voice vote, the motion was defeated.**

Larry Lonney moved we postpone the discussion on the motion to adopt Dr. Veri's charge. Ed Miner seconded the motion. The vote on the postponement was 12 in favor, 28 against. The motion to postpone was defeated.

The question was called by Dan Moore. The vote on the motion to adopt Dr. Veri's charge was 36 in favor, 5 opposed, 5 abstentions. The motion carried.

**ADJOURNMENT**

The meeting was adjourned at 5:16 p.m.

**Shawnee State University**

Portsmouth, Ohio 45662  
(614) 354-3205

MEMORANDUM

January 27, 1992

TO: Dr. Hagop Pambookian, President, UFA

SUBJECT: RECENT UFA ACTION TO ESTABLISH A COMMITTEE TO DEVELOP  
PROCESS/PROCEDURES TO EVALUATE ADMINISTRATORS

I believe the UFA might have exceeded its purpose and authority in the action it took on January 23.

Please find attached page 1 of the UFA's Constitution and Bylaws. Section 1.2 (PURPOSE), and Section 1.3 (AUTHORITY), and its Subsection 1.3.3 are applicable.

I have asked Jane Rice to schedule a meeting with you, Dave Winters (Chair of the UAA) and me to discuss the situation before you establish the committee.

Sincerely yours,



Clive C. Veri  
President

mjr:92033

Attachment

pc: Mr. Winters



**Shawnee State University**

Portsmouth, Ohio 45662  
(614) 354-3205

January 28, 1992

Clive C. Veri, Ph.D.  
President  
Shawnee State University  
Portsmouth, OH 45662

Dear Dr. Veri:

Thank you for your memo of January 27, 1992 and concern over the University Faculty Assembly's action on Thursday, January 23 "To establish a committee to develop process/procedure to evaluate administrators" at Shawnee State.

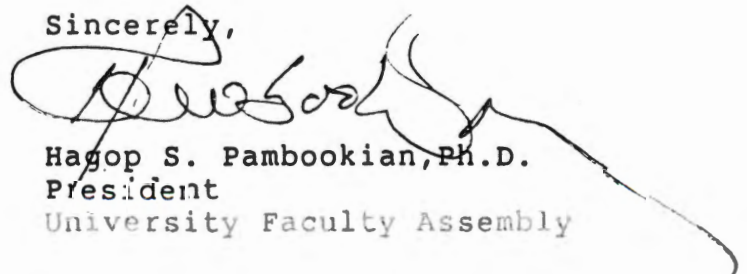
According to the PURPOSE (Section 1.2) and AUTHORITY (Section 1.3 and Subsection 1.3.3) of THE CONSTITUTION AND BYLAWS OF THE UFA, last Thursday's decision authorizing the Executive Board to form a committee to make recommendations regarding the evaluation of administrators falls within the UFA jurisdiction.

Therefore, it is our belief that the UFA taking the above action operated within the stated purpose and authority of the UFA CONSTITUTION AND BYLAWS. Thus, any recommendation resulting from such an action is a matter that "affects university instruction" and whose intent is to foster "a spirit of unity and cooperation within the academic community." So there should be no fear of the "evaluation of (academic) administrators" --if that is the wish of the membership and approved by all concerned.

Needless to say, the UFA actions and recommendations will contribute to the smooth operation of the University and enhance the collegiality on campus. Moreover, the UFA recommendations "shall be addressed to the University President for consideration."

I shall indeed be happy to meet with you whenever your office schedules a meeting.

Sincerely,



Hagop S. Pambookian, Ph.D.  
President  
University Faculty Assembly

February 20, 1992

A Request to the Faculty

At the January 23, 1992 meeting of the University Faculty Assembly, action was taken directing the UFA Executive Committee to establish an Ad hoc Evaluation of Administrators Committee. Your minutes describe the specific action taken.

That Committee was formed on February 6 with the following members:

Joyce Kiser

Ed Miner (since elected chair)

Ed Scott

Jessica Jahkne

Pat Lawson

Provost Addington (ex-officio)\*

I did not enter the discussion at the time the motion was debated because I was not certain about the specific language of the UFA Constitution related to the Authority or Purpose of the UFA.

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\* It is my understanding of Robert's Rules of Order that, since the Provost's appointment did not stipulate "ex-officio non-voting," he is a voting member of the Committee.

Upon reviewing the language, I found that the UFA is charged with making recommendations to me about "matters affecting university instruction." It is debatable whether or not the evaluation of administrators falls within the purview of the Faculty Assembly.

What is very clear, however, is the fact that one of the purposes of the UFA is to "foster a spirit of unity and cooperation within the academic community." The action of the UFA has, in fact, fostered a spirit of disunity by unilaterally affecting the terms and working conditions of an employee group called administrators. This action is considered by me and other administrators to be an antithesis to collegiality, especially in light of what happened at the bargaining table during the summer/fall of 1990.

At that time both sides presented their arguments as to what would be their preferences for inclusion in the article on faculty evaluations. The administration team argued for a more helpful system of faculty evaluations to include quarterly in-class evaluations of faculty in their first two years at Shawnee with the additional requirement of student evaluations from every class. The student evaluation form proposed to be used was a nationally standardized instrument administered with the faculty member out of the room. Faculty with more than two years of teaching experience at SSU would have a less frequent schedule of student,

supervisor, and self-evaluations. The results of such evaluations would be an important measure of a faculty member's performance, and form the basis for improvement.

The SEA argued that a comprehensive system of evaluations should include the right of the faculty to evaluate administrators. Mandatory evaluations of administrators were discussed on several occasions before compromises were made toward the agreed-upon article. As a result of those compromises, a less helpful evaluation system was accepted with faculty remaining in the room during the student evaluation procedures. Also compromised were the permissible uses of the evaluation results and the mandatory evaluation of administrators by the faculty. Even though the faculty's contractual right to evaluate administrators was not included in the accepted article, SEA was reminded that anyone has the right to offer his/her opinion about the administration and operation of the university. Those opinions are offered in both formal ways through our structure of committees as well as informal ways through hallway conversations.

The action of the Faculty Assembly is, then, an attempt to "win" through the UFA what was bargained away at the table.



What will be my reaction to the recommendation of the current Ad hoc Committee after it wends its way through UFA? Both I and the Provost have accepted 99 percent of the UFA's recommendations since 1989. I really believe our approval rate has been 100 percent, but I shaved it a bit to account for a faltering memory!

To avoid the President's Office from retreating to a "black hole" of another era, I've asked UFA presidents since 1990 to send me recommendations with a signature block on the page that says something like "approved," "disapproved for the following reasons," or "modified as indicated." The UFA would receive my decision in one of those ways.

Contrary to hallway gossip, my mind is NOT made up on what my action will be when the UFA forwards its recommendations to me. I can tell you, however, that my decision will be made after I've consulted with the affected administrators. If the recommendation is in the form of a policy, as it should be, approval by the Board of Trustees will be required. I cannot predict what Board action will be.

The major flaw in last month's UFA action was its non-specific charge to the Executive Committee. The motion named "administrators" (generically) to be evaluated and gave no guidance to the Ad hoc Committee. While President Pambookian has since identified administrators as "academic" administrators, this charge is not the language of the UFA's action. Let me suggest--if the intent of the motion was to evaluate academic administrators--a structured charge should be given to the Ad hoc Committee.



That charge should include the following:

1. Justify the need for evaluating academic administrators.
2. Define the purpose of evaluating academic administrators.
3. Identify which academic administrative positions will be evaluated.
4. Describe the evaluation process to be followed.
5. Recommend the form to be used and how it will be validated.
6. Describe to whom the evaluation will be sent.
7. Identify who shall summarize the evaluation.
8. Recommend guidelines on how the results will be treated as a confidential personnel matter.
9. Recommend how the results of the evaluations are to be used.

I ask each one of you--as members of the faculty--to examine your conscience, to use good judgment, and do what is right and just....if not ethically correct. I ask you to work toward building unity rather than disunity at our Shawnee State.

And, I ask the courtesy of your motion to accept the charge I have offered.

I also request that my comments be made a part of the minutes of this meeting.

---

Clive C. Veri, Ph.D.  
President

## HONORS PROGRAM DRAFT

Feb. 20, 1992

### I. GOALS

The Honors Program at Shawnee State is designed to provide an opportunity for highly motivated students to participate in a challenging and creative learning environment. Such a program would recognize these students and enable them to seek new depth and/or breadth of academic pursuit and to interact with their peers and faculty.

### II ADMISSION TO THE HONORS PROGRAM

The Honors Program will be available to students in one or both of the following options:

#### Option 1:

Students who have appropriate credentials such as, but not limited to, ACT composite scores, grade point ratio (high school and/or college), the recommendation of Shawnee State University faculty or high school faculty, or other criteria which identify the student as exceptional may apply to become part of the Honors program and participate in the honors classes in any area of the Honors curriculum. Specific criteria will be developed by the Honors Committee.

#### Option 2:

Students who demonstrate exceptional interest and ability in a specific area of study and this ability can be documented (even though this ability may not be curriculum wide) will have the opportunity to enroll in appropriate honors classes with permission of the instructor.

### HONORS COURSES

A course which is labeled an "Honors course" should be challenging and cover material in a different manner from the usual college class. The characteristics which make an honors course unique are such features as pace, course content, level of difficulty, presentation method or project assignment.

The number of honors courses which can be offered each quarter must be limited. Faculty who want to teach an Honors course must present a proposal to the Honors Program Committee for the course well in advance of the quarter in which it is to be taught. This proposal should include information as to the material to be covered, the presentation technique, and any information which supports the concept that this course is special and appropriate to be labeled "honors".

### HONORS PROGRAM COMMITTEE

A. The membership of the Honors Program Committee shall consist of one faculty representative from each of the following areas: Allied Health, Engineering Technology, Business, Social Science, Math/Science, Arts and Humanities, and CRADTAL.

In addition, there will be one Honors Student selected by the Student Senate and the Registrar or his designee.

All members shall be voting members.

B. Each faculty representative shall be elected by the faculty of the appropriate unit and will serve for a period of one (1) year.

C. The chair of the committee shall be elected from within the membership of the committee.

D. The functions of this committee will include but not be limited to:

1. select honors courses to be offered by reviewing faculty proposals;
2. establish and review admission criteria for students to be admitted to the Honors Program under Option 1;
3. select honors students to be admitted to the Honors Program under option 1; and
4. provide for general day-to-day operations of the program.

The Honors Program Committee will be responsible for monitoring issues of quality control such as: (1) course meeting proposed standards, (2) class size; and other related issues.



CHANCELLOR'S FAC REPORT  
3/3/92 Meeting  
Anita Gilmer, UFA Representative

1. Articulation and Transfer agreements - Professor Randy Smith from Ohio State (who is also on the statewide A. and T. Committee) gave a report on the status of the agreements. All 23 institutions which were required to have transfer modules have had them approved by the statewide council. Several other institutions which were not required to have modules in place have also had their modules approved. The committee is now reviewing revisions, studying modules proposed by more institutions, and looking at policy modifications.
2. Faculty Workload Subcommittee, Managing for the Future Task Force - Randy Smith is also a member of this committee, which was formed by the Statewide Task Force and consists of 14 members, including faculty from many disciplines and types of institutions. He reported that their work so far has included describing the nature of the college/university system in Ohio (2 yr., 4 yr., etc.), describing what faculty workload is like at the different kinds of institutions, and what expectations there are and should be of faculty. They want to show that there is more to faculty workload than teaching. They are to report to the Statewide Task Force in April.
3. Managing for the Future Issues - We discussed the questions which I listed in my last report. Here are some responses:

We must not cut back on the resources such as libraries, computing centers, tutoring centers, etc. which support the essence of higher education --- learning.

We should improve and increase cross-functional or interdisciplinary efforts.

We should oppose the California model of public higher education, in which some students are required to start at community colleges. (The Task Force is looking at this concept.)

We should give honest counseling to students. We don't want to accept students merely for the FTE dollars they provide.

The FTE model for higher ed funding needs to be reconsidered.

In order to improve the quality of education without much cost, institutions should consider adopting mentor programs in which senior faculty monitor, advise, and guide their junior counterparts.

A task force should be created to design some type of coordination between elementary, secondary, and higher education.

Many more ideas were expressed. For those interested, I can provide copies of the minutes of the meeting when I receive them.

4. Discussion with Chancellor Hairston - Last Thursday, Gov. Voinovich promised that there would be no more budget cuts for K-12. This has depressing implications for higher ed, since this means we may be in for even deeper cuts. The Chancellor believes that the Governor won't repair our budget until we show how we are going to change things and do more with less.

The Statewide Managing for the Future Task Force presented its preliminary findings to the Regents in February. They have identified the following cost centers for higher education that need to be studied further and/or changed. These are:

1. Administrative costs
2. The debt burden on higher ed facilities
3. Quality vs. cost considerations (i.e. value of Selective Excellence Programs)
4. Faculty workload
5. Resource and program duplication

The FAC has been invited to make a presentation to the Statewide Task Force. We will be discussing this at our April meeting.